



Workforce Online Reporting and Knowledge System

WORKS

Slide notes

Welcome to the Division of Child Development and Early Education (DCDEE) Workforce Online Reporting and Knowledge System (WORKS) Applicant tutorial.



Workforce Online Reporting and Knowledge System

WORKS

Slide notes

The WORKS system is a single portal of entry used to collect education requirements and professional development for new and existing North Carolina child care workforce.



Workforce Online Reporting and Knowledge System

WORKS

Slide notes

This tutorial will provide an overview on how to access the system and apply for child care positions within the Workforce Education Unit. You may view this video at any time. Let's get started!



North Carolina Identity Management (NCID)

NCID is the standard identity management and access service provided to state, local, business, and individual users. NCID provides a high degree of security and access control to real-time resources.

User ID:

[forgot your User ID?](#)

Password:

[forgot your Password/Unlock Account?](#)

[Need Help?](#)

REMINDER: Bookmarking this page can lead to error messages or denied access to your application or service


To register for a new NCID account click here: [Register!](#)

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North Carolina Identity Management (NCID)

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[www.nc.gov](#)

[Privacy and Other Policies](#)

[Contact Us](#)

Slide notes

You will log into WORKS using your North Carolina Identify Management or NCID User ID and Password. If you do not have a NCID, please visit the DCDEE website at www.ncchildcare.nc.gov under the DCDEE WORKS tab for more information.



North Carolina Identity Management (NCID)

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User ID:

[forgot your User ID?](#)

Password:

[forgot your Password/Unlock Account?](#)

[Need Help?](#)

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[Privacy and Other Policies](#)

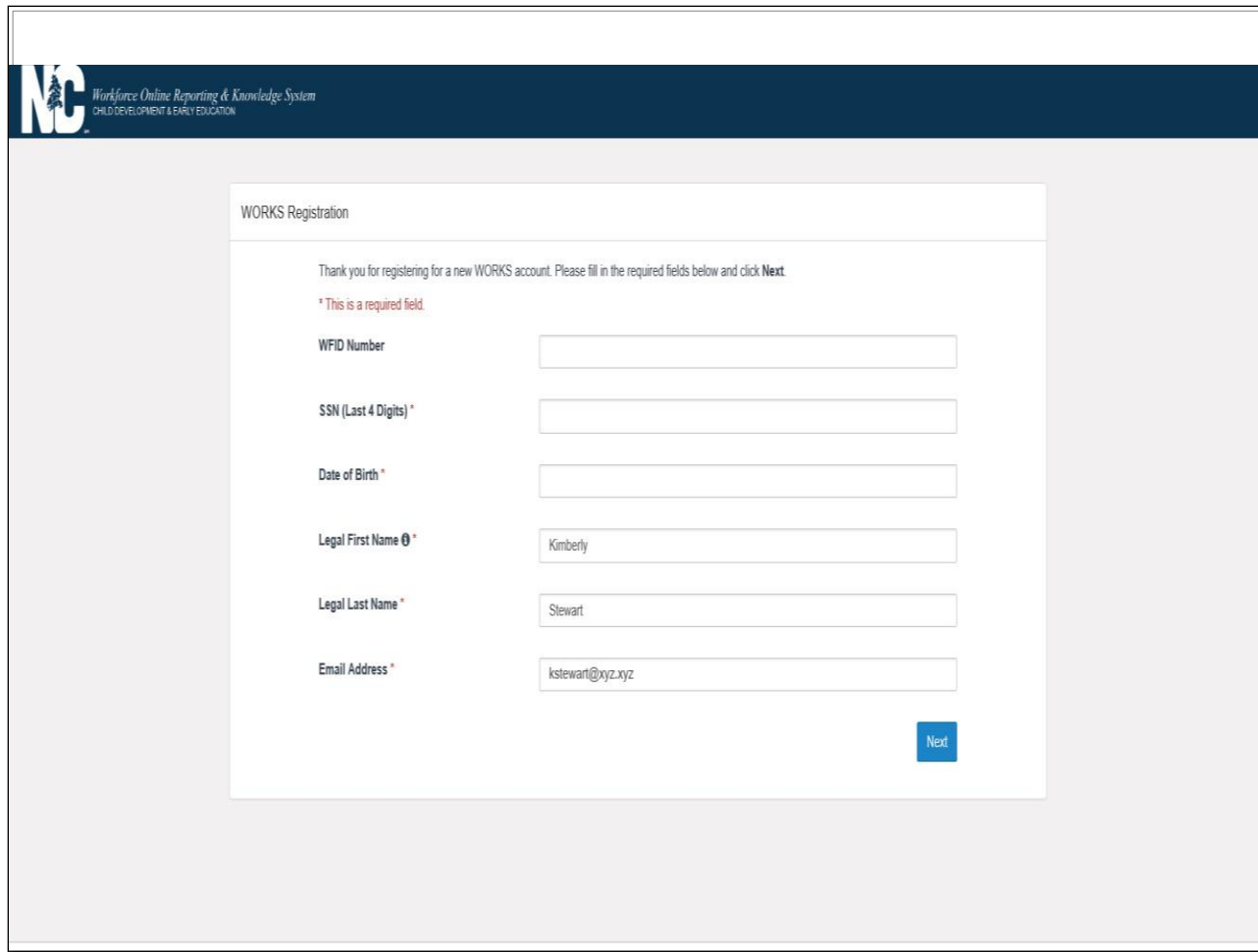
[Contact Us](#)



DCDEE WORKS

Registration

A single portal of entry for workforce education and professional development.



The screenshot shows a web browser window displaying the WORKS Registration page. The page has a dark blue header with the NC logo and the text "Workforce Online Reporting & Knowledge System" and "CHILD DEVELOPMENT & EARLY EDUCATION". The main content area is white and contains the following elements:

- WORKS Registration** (Section Header)
- Thank you for registering for a new WORKS account. Please fill in the required fields below and click **Next**.
- * This is a required field.** (Red text)
- WFID Number** (Label) with an empty text input field.
- SSN (Last 4 Digits) *** (Label) with an empty text input field.
- Date of Birth *** (Label) with an empty text input field.
- Legal First Name *** (Label) with a text input field containing "Kimberly".
- Legal Last Name *** (Label) with a text input field containing "Stewart".
- Email Address *** (Label) with a text input field containing "kstewart@xyz.xyz".
- Next** (Blue button)

Slide notes

This is the first part of your registration process. If you have a Workforce Identification number or WFID number from the previous Workforce Education Unit database, you may enter it on this page. This step is optional.

Workforce Online Reporting & Knowledge System
CHILD DEVELOPMENT & EARLY EDUCATION

WORKS Registration

Thank you for registering for a new WORKS account. Please fill in the required fields below and click **Next**.

* This is a required field.

WFID Number

SSN (Last 4 Digits) *

Date of Birth *

Legal First Name ⓘ *

Kimberly

Legal Last Name *

Stewart

Email Address *


kstewart@xyz.xyz

Next

Slide notes

Enter the last four digits of your Social Security Number.

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Workforce Online Reporting & Knowledge System
CHILD DEVELOPMENT & EARLY EDUCATION

WORKS Registration

Thank you for registering for a new WORKS account. Please fill in the required fields below and click **Next**.

** This is a required field.*


WFID Number

SSN (Last 4 Digits) *

9502 X

Date of Birth *

mm/dd/yyyy

Legal First Name  *

Kimberly

Legal Last Name *

Stewart


Email Address *

kstewart@xyz.xyz

Next

Slide notes

Enter your Date of Birth.



Workforce Online Reporting & Knowledge System
CHILD DEVELOPMENT & EARLY EDUCATION

WORKS Registration

Thank you for registering for a new WORKS account. Please fill in the required fields below and click **Next**.

** This is a required field.*

WFID Number

SSN (Last 4 Digits) *

9502

Date of Birth *

12/02/1975

X

Legal First Name *

Kimberly

Legal Last Name *

Stewart

Email Address *

kstewart@xyz.xyz

Next

Slide notes

An asterisk indicates that the field must be filled out before you can proceed to the next step. Your Name and Email Address came from the NCID system. You may change this information on this page. Changes in WORKS do not change NCID data.

Workforce Online Reporting & Knowledge System
CHILD DEVELOPMENT & EARLY EDUCATION

WORKS Registration

Thank you for registering for a new WORKS account. Please fill in the required fields below and click **Next**.

* This is a required field.


WFID Number

SSN (Last 4 Digits) *

9502

Date of Birth *

12/02/1975

Legal First Name  *

Kimberly

Legal Last Name *

Stewart

Email Address *

kstewart@xyz.xyz

X

Next

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WORKS Registration

Thank you for registering for a new WORKS account. Please fill in the required fields below and click **Next**.

* This is a required field.

WFID Number

SSN (Last 4 Digits) *

9502

Date of Birth *

12/02/1975

Legal First Name ⓘ *


Kimberly

Legal Last Name *

Stewart

Email Address *

Next



Workforce Online Reporting & Knowledge System
CHILD DEVELOPMENT & EARLY EDUCATION

WORKS Registration

Thank you for registering for a new WORKS account. Please fill in the required fields below and click **Next**.

** This is a required field.*


WFID Number

SSN (Last 4 Digits) *

9502

Date of Birth *

12/02/1975

Legal First Name  *

Kimberly

Legal Last Name *

Stewart

Email Address *

kstewart@abc.xyz

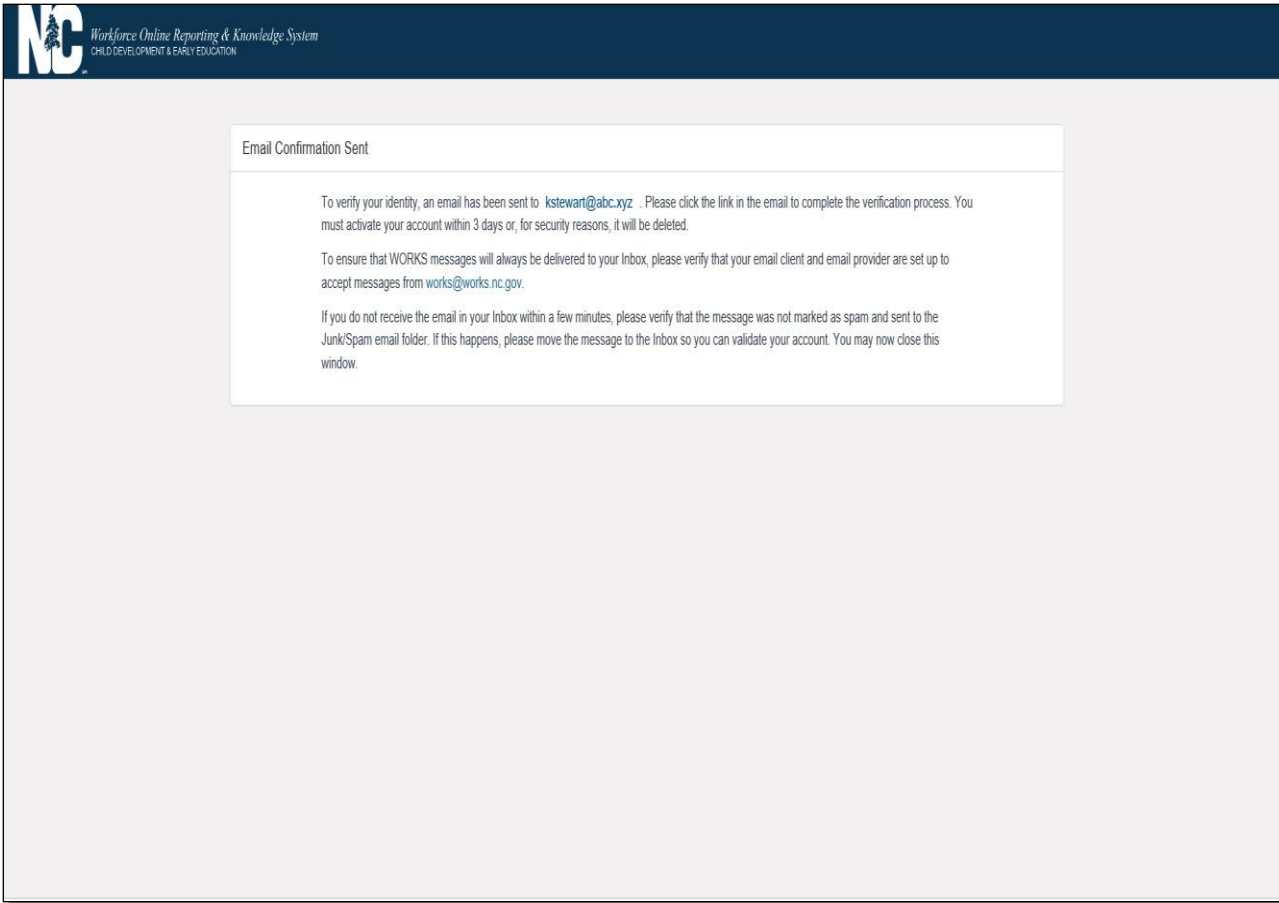
Confirm Email

kstewart@abc.xyz

Next

Slide notes

If you change your Email Address, a Confirm Email field will display prompting you to re-enter the new Email Address. You cannot proceed until both Email Addresses are the same. Click the "Next" button when you're ready to move to the next step.



Slide notes

You now see a message that a confirmation email has been sent. Please read this message carefully. The confirmation email will be delivered to the email address that you saved on the previous registration page. Click the link in your confirmation email and you will be brought back to continue registration in WORKS.

WORKS Full Registration

Hello Kimberly Stewart

To continue with your WORKS registration, please fill in the required fields below and click **Next**.

* This is a required field.

Previous Names

☒ US Address ☐ Foreign Address

Street Address *

City *

State *

County of Residence

Zip Code *

Home Phone #

Cell Phone #

High School Information * ☐ Link School Diploma

Slide notes

The WORKS "Full Registration" page displays, where you will enter additional information about yourself. You should see your name at the top of the page. You may have Previous Names you'd like to enter. This is optional.

The screenshot shows a web browser window displaying the 'WORKS Full Registration' form. The header of the page includes the 'NC' logo and the text 'Workforce Online Reporting & Knowledge System' and 'CHILD DEVELOPMENT & EARLY EDUCATION'. The form itself is titled 'WORKS Full Registration' and contains the following elements:

- Greeting: 'Hello Kimberly Stewart'
- Instruction: 'To continue with your WORKS registration, please fill in the required fields below and click **Next**.'
- Required field indicator: '* This is a required field.'
- Form fields:
 - 'Previous Names' with a text input field.
 - 'US Address' and 'Foreign Address' radio buttons, with 'US Address' selected.
 - 'Street Address *' with a text input field.
 - 'City *' with a text input field.
 - 'State *' with a dropdown menu showing 'Select a State'.
 - 'County of Residence' with a dropdown menu.
 - 'Zip Code *' with a text input field.
 - 'Home Phone # 0' with a text input field.
 - 'Cell Phone # 0' with a text input field.
 - 'High School Information *' with a radio button for 'Link School Diploma'.

Slide notes

Select either a "US Address" or a "Foreign Address". The required address fields for a US Address are Street, City, State and Zip Code. If your State is North Carolina, then you'll also need to select a North Carolina County from the drop down list.

To continue with your WORKS registration, please fill in the required fields below and click **Next**.

* This is a required field.

☒ US Address ☐ Foreign Address

123 Main Street X

Select a State

High School Diploma

Page 18 of 97

The screenshot shows a web browser window displaying the 'WORKS Full Registration' form. The header of the browser window includes the 'NC' logo and the text 'Workforce Online Reporting & Knowledge System' and 'CHILD DEVELOPMENT & EARLY EDUCATION'. The form itself has a title bar 'WORKS Full Registration'. Inside the form, it greets the user 'Hello Kimberly Stewart' and provides instructions: 'To continue with your WORKS registration, please fill in the required fields below and click Next.' A red asterisk note states '* This is a required field.' The form contains several input fields: 'Previous Names' (text box), 'Street Address' (text box with value '123 Main Street' and an info icon), 'City' (text box with value 'Cary' and an info icon), 'State' (dropdown menu with value 'Select a State'), 'County of Residence' (dropdown menu), 'Zip Code' (text box), 'Home Phone #' (text box), and 'Cell Phone #' (text box). At the bottom, there is a section for 'High School Information' with a radio button for 'Link School Diploma'.

WORKS Full Registration

Hello Kimberly Stewart

To continue with your WORKS registration, please fill in the required fields below and click **Next**.

* This is a required field.

Previous Names

☒ US Address ☐ Foreign Address

Street Address ⓘ *

City ⓘ * X

State *

County of Residence

Zip Code *

Home Phone # ⓘ

Cell Phone # ⓘ

High School Information * ☐ Link School Diploma

Slide notes

Notice the "info" icons next to some of the field names, such as "Street Address". Hover over the icon for more information about that field.

NC

Workforce Online Reporting & Knowledge System
CHILD DEVELOPMENT & EARLY EDUCATION

WORKS Full Registration

Hello Kimberly Stewart

To continue with your WORKS registration, please fill in the required fields below and click **Next**.

* This is a required field.

Previous Names

☒ US Address ☐ Foreign Address

Street Address *

123 Main Street

City *

Cary

State *

NC

County of Residence *

Select a North Carolina County

Zip Code *

Home Phone #

Cell Phone #

High School Information *

☐ Link School Diploma

NC

Workforce Online Reporting & Knowledge System
CHILD DEVELOPMENT & EARLY EDUCATION

WORKS Full Registration

Hello Kimberly Stewart

To continue with your WORKS registration, please fill in the required fields below and click **Next**.

* This is a required field.

Previous Names

☒ US Address ☐ Foreign Address

Street Address *

123 Main Street

City *

Cary

State *

NC

County of Residence *

Select a North Carolina County

wake

Wake

Zip Code *

Home Phone #

Cell Phone #

High School Information *

☐ High School Diploma

Hello Kimberly Stewart

To continue with your WORKS registration, please fill in the required fields below and click **Next**.

* This is a required field.

Previous Names

☒ US Address ☐ Foreign Address

Street Address ⓘ *

123 Main Street

City

Cary

State ^{*}

NC

County of Residence *

Wake

Zip Code

Home Phone # ⓘ

Cell Phone #

High School Information *

High School Diploma

Hello Kimberly Stewart

To continue with your WORKS registration, please fill in the required fields below and click **Next**.

* This is a required field.

Previous Names

☒ US Address ☐ Foreign Address

Street Address ⓘ *

123 Main Street

City

Cary

State ^{*}

NC

County of Residence *

Wake

Zip Code *

27519|

Home Phone # Cell Phone #

High School Information *

High School Diploma

You can enter Home and Cell Phone Numbers. This step is optional.

NC

Workforce Online Reporting & Knowledge System

CHILD DEVELOPMENT & EARLY EDUCATION

WORKS Full Registration

Hello Kimberly Stewart

To continue with your WORKS registration, please fill in the required fields below and click **Next**.

* This is a required field.

Previous Names

☒ US Address

☐ Foreign Address

Street Address *

123 Main Street

City *

Cary

State *

NC

X

Y

County of Residence *

Wake

Y

Zip Code *

27519

Home Phone #

9195551234

X

Cell Phone #

High School Information *

☐ Link School Diploma

NC

Workforce Online Reporting & Knowledge System
CHILD DEVELOPMENT & EARLY EDUCATION

WORKS Full Registration

Hello Kimberly Stewart

To continue with your WORKS registration, please fill in the required fields below and click **Next**.

* This is a required field.

Previous Names

☒ US Address ☐ Foreign Address

Street Address *

123 Main Street

City *

Cary

State *

NC

X

Y

County of Residence *

Wake

Y

Zip Code *

27519

Home Phone #

9195551234


Cell Phone #

9195559874

X

High School Information *

☐ Link School Diploma



Workforce Online Reporting & Knowledge System
CHILD DEVELOPMENT & EARLY EDUCATION

WORKS Full Registration

Hello Kimberly Stewart

To continue with your WORKS registration, please fill in the required fields below and click **Next**.

** This is a required field.*

Previous Names

☒ US Address ☐ Foreign Address

Street Address ^{*}

123 Main Street

City ^{*}

Cary

State ^{*}

NC

X ▼

County of Residence ^{*}

Wake

▼

Zip Code ^{*}

27519

Home Phone # ^{*}

9195551234

Cell Phone # ^{*}

9195559874

X

High School Information ^{*}

☐ High School Diploma

This is a required field.

Previous Names

☒ US Address ☐ Foreign Address

Street Address *

City *

State *

County of Residence *

Zip Code *

Home Phone #

Cell Phone #

High School Information *

☐ High School Diploma

☐ Adult HS Diploma

☐ GED

☐ None

Slide notes

Finally, select one of these options for your High School Information: High School Diploma, Adult High School Diploma, GED or None.

This is a required field.

Previous Names

☒ US Address ☐ Foreign Address

Street Address 

City 

State *

County of Residence *

Zip Code *

Home Phone # 

Cell Phone # 


High School Information *

- ☒ High School Diploma
☐ Adult HS Diploma
☐ GED
☐ None

Submit

Slide notes

Now click the "Submit" button.



Workforce Online Reporting & Knowledge System
CHILD DEVELOPMENT & EARLY EDUCATION

WORKS Security Questions

The following security questions will be used to verify your identity when you log into your WORKS account. Questions 1 and 2 must be chosen by you and the answers to those questions entered in the space provided. You may only use a question once. Both the question and answer for Question 3 will need to be entered to verify your identity.

When answering the 3 security questions, you will be required to enter the answers exactly as you entered them originally. All answers are case sensitive. The answers to all 3 security questions will be used to access your WORKS account, so please provide answers that are specific to you and not easily determined by others.

Question 1 *

Please enter a security question

Question 2 *

Please enter a security question

Question 3 *

Please enter a security question

Submit

Slide notes

The next step is to set up and answer three Security questions. The first two questions are drop down lists where you select a question and then fill in your answer.

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Workforce Online Reporting & Knowledge System

CHILD DEVELOPMENT & EARLY EDUCATION

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Question 1 *

Question 2 *

Question 3 *

Please enter a security question

What is your favorite holiday?

What is your favorite pet's name?

What is your favorite color?

What was your favorite subject in school?

What is the first name of your favorite childhood friend?

What is the first name of your first boyfriend or girlfriend?

What is your favorite song from the 90's?

As a child, what did you first want to be when you grew up?

Submit

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NC

Workforce Online Reporting & Knowledge System

CHILD DEVELOPMENT & EARLY EDUCATION

WORKS Security Questions

The following security questions will be used to verify your identity when you log into your WORKS account. Questions 1 and 2 must be chosen by you and the answers to those questions entered in the space provided. You may only use a question once. Both the question and answer for Question 3 will need to be entered to verify your identity.

When answering the 3 security questions, you will be required to enter the answers exactly as you entered them originally. All answers are case sensitive. The answers to all 3 security questions will be used to access your WORKS account, so please provide answers that are specific to you and not easily determined by others.

Question 1 *

What was your favorite subject in school?

Question 2 *

Please enter a security question

Question 3 *

Please enter a security question.

Submit

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NC

Workforce Online Reporting & Knowledge System
CHILD DEVELOPMENT & EARLY EDUCATION

WORKS Security Questions

The following security questions will be used to verify your identity when you log into your WORKS account. Questions 1 and 2 must be chosen by you and the answers to those questions entered in the space provided. You may only use a question once. Both the question and answer for Question 3 will need to be entered to verify your identity.

When answering the 3 security questions, you will be required to enter the answers exactly as you entered them originally. All answers are case sensitive. The answers to all 3 security questions will be used to access your WORKS account, so please provide answers that are specific to you and not easily determined by others.

Question 1 *

What was your favorite subject in school?

X

English

X

Question 2 *

Please enter a security question

Question 3 *

Please enter a security question.

Submit

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NC

Workforce Online Reporting & Knowledge System
CHILD DEVELOPMENT & EARLY EDUCATION

WORKS Security Questions

The following security questions will be used to verify your identity when you log into your WORKS account. Questions 1 and 2 must be chosen by you and the answers to those questions entered in the space provided. You may only use a question once. Both the question and answer for Question 3 will need to be entered to verify your identity.

When answering the 3 security questions, you will be required to enter the answers exactly as you entered them originally. All answers are case sensitive. The answers to all 3 security questions will be used to access your WORKS account, so please provide answers that are specific to you and not easily determined by others.

Question 1 *

What was your favorite subject in school?

×

▼

English

Question 2 *

Please enter a security question

What is your favorite holiday?

What is your favorite pet's name?

What is your favorite color?

What was your favorite subject in school?

What is the first name of your favorite childhood friend?

What is the first name of your first boyfriend or girlfriend?

What is your favorite song from the 90's?

As a child, what did you first want to be when you grew up?

Question 3 *

NC

Workforce Online Reporting & Knowledge System
CHILD DEVELOPMENT & EARLY EDUCATION

WORKS Security Questions

The following security questions will be used to verify your identity when you log into your WORKS account. Questions 1 and 2 must be chosen by you and the answers to those questions entered in the space provided. You may only use a question once. Both the question and answer for Question 3 will need to be entered to verify your identity.

When answering the 3 security questions, you will be required to enter the answers exactly as you entered them originally. All answers are case sensitive. The answers to all 3 security questions will be used to access your WORKS account, so please provide answers that are specific to you and not easily determined by others.

Question 1 *

What was your favorite subject in school?

English

Question 2 *

As a child, what did you first want to be when you grew up?

Question 3 *

Please enter a security question.

Submit

NC

Workforce Online Reporting & Knowledge System
CHILD DEVELOPMENT & EARLY EDUCATION

WORKS Security Questions

The following security questions will be used to verify your identity when you log into your WORKS account. Questions 1 and 2 must be chosen by you and the answers to those questions entered in the space provided. You may only use a question once. Both the question and answer for Question 3 will need to be entered to verify your identity.

When answering the 3 security questions, you will be required to enter the answers exactly as you entered them originally. All answers are case sensitive. The answers to all 3 security questions will be used to access your WORKS account, so please provide answers that are specific to you and not easily determined by others.

Question 1 *

What was your favorite subject in school?

English

Question 2 *


As a child, what did you first want to be when you grew up?

Teacher

Question 3 *

Please enter a security question.

Submit

**NC**
Workforce Online Reporting & Knowledge System
CHILD DEVELOPMENT & EARLY EDUCATION

WORKS Security Questions

The following security questions will be used to verify your identity when you log into your WORKS account. Questions 1 and 2 must be chosen by you and the answers to those questions entered in the space provided. You may only use a question once. Both the question and answer for Question 3 will need to be entered to verify your identity.

When answering the 3 security questions, you will be required to enter the answers exactly as you entered them originally. All answers are case sensitive. The answers to all 3 security questions will be used to access your WORKS account, so please provide answers that are specific to you and not easily determined by others.

Question 1 *

What was your favorite subject in school?

English

Question 2 *

As a child, what did you first want to be when you grew up?

Teacher


Question 3 *

Who was your favorite teacher?

Submit

Slide notes

For the third question, you fill in both the question and the answer. It's important to note that the answers to all three questions and Question #3 are case sensitive. When answering the three Security questions, you will be required to enter the answers, and the question for #3, exactly as you entered them originally.



Workforce Online Reporting & Knowledge System
CHILD DEVELOPMENT & EARLY EDUCATION

WORKS Security Questions

The following security questions will be used to verify your identity when you log into your WORKS account. Questions 1 and 2 must be chosen by you and the answers to those questions entered in the space provided. You may only use a question once. Both the question and answer for Question 3 will need to be entered to verify your identity.

When answering the 3 security questions, you will be required to enter the answers exactly as you entered them originally. All answers are case sensitive. The answers to all 3 security questions will be used to access your WORKS account, so please provide answers that are specific to you and not easily determined by others.

Question 1 *

What was your favorite subject in school? x ▼

English

Question 2 *

As a child, what did you first want to be when you grew up? x ▼

Teacher

Question 3 *

Who was your favorite teacher?

Mrs. Rose X

Submit

Slide notes


When you are finished with your Security questions and answers, click the "Submit" button.



DCDEE WORKS

Home Page

A single portal of entry for workforce education and professional development.



Workforce Online Reporting & Knowledge System
CHILD DEVELOPMENT & EARLY EDUCATION

WFID: 11403896216 NCID: kimberly ▾

Home

Positions

Education Background

Facility Association

Applicant Information

WFID: 11403896216

Home Phone: 9195551234

Full Name: Kimberly Stewart

Cell Phone: 91955559874

Last Four of SSN: 9502

Primary Address:

Date of Birth: 12/02/1975

123 Main Street

Cary, NC 27519

Email: kstewart@abc.xyz

County: Wake

Slide notes

You will now be directed to your WORKS Home page. This is where you'll go whenever you log into WORKS with the same NCID User ID. I'll tell you what happens if you log in with a different NCID User ID later in this training. Your Home page displays the information you filled out during registration. Your WFID number is displayed in the upper right corner of the screen. This is either your old WFID number from ECW or a new system-generated WFID number.

NC

Workforce Online Reporting & Knowledge System
CHILD DEVELOPMENT & EARLY EDUCATION

WFID: 11403896216 NCID: kimberly

Home

Positions

Education Background

Facility Association

Applicant Information

WFID: 11403896216

Home Phone: 9195551234

Full Name: Kimberly Stewart

Cell Phone: 91955559874

Last Four of SSN: 9502

Primary Address:

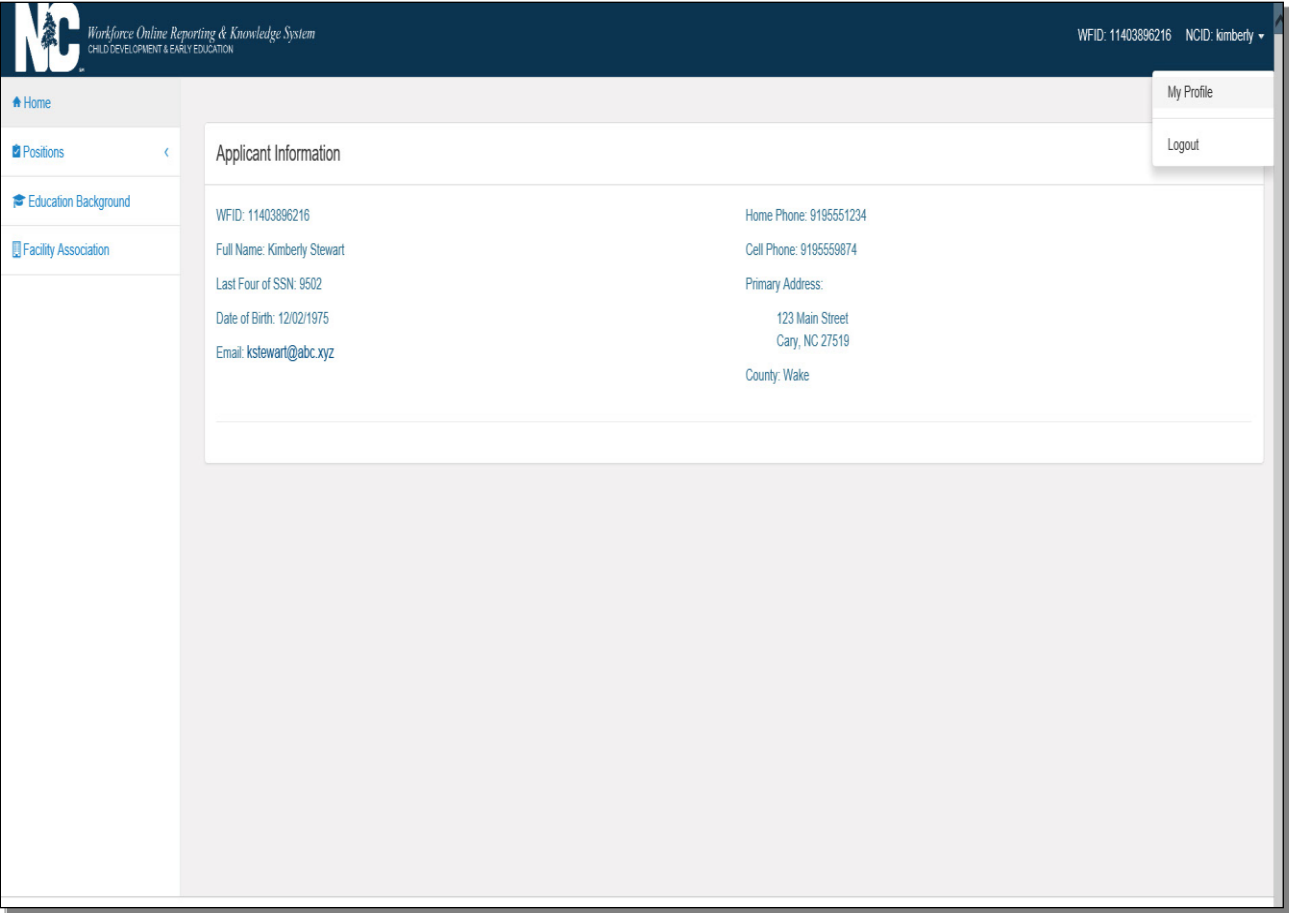
Date of Birth: 12/02/1975

123 Main Street

Cary, NC 27519

Email: kstewart@abc.xyz

County: Wake



Slide notes

Click the My Profile menu option under your NCID user name in the upper right corner of the screen to change your profile information.

NC

Workforce Online Reporting & Knowledge System
CHILD DEVELOPMENT & EARLY EDUCATION

WFID: 11403896216 NCID: kimberly

Home

Positions

Education Background

Facility Association

My Profile

WFID Number: 11403896216

* This is a required field.

SSN (Last 4 Digits) *

9502

Date of Birth *

12/02/1975

Legal First Name *

Kimberly

Legal Last Name *

Stewart

Email Address *

kstewart@abc.xyz

Previous Names

☒ US Address ☐ Foreign Address

Street Address *

123 Main Street

City *

Cary

State *

NC

Slide notes

Let's say that you changed your Last Name since you last logged into WORKS. You can change it on this page. Change any other information on this page that you wish and click the "Submit" button or click the "Cancel" button and your changes will not be saved. If you changed your Email Address on this page, you will get a new confirmation email. Click the link in your confirmation email and you will be brought back to your Home page in WORKS.

NC

Workforce Online Reporting & Knowledge System
CHILD DEVELOPMENT & EARLY EDUCATION

WFID: 11403896216 NCID: kimberly

Home

Positions

Education Background

Facility Association

My Profile

WFID Number: 11403896216

* This is a required field.

SSN (Last 4 Digits) *

9502

Date of Birth *

12/02/1975

Legal First Name *

Kimberly

Legal Last Name *

Stewart Bearden

Email Address *

kstewart@abc.xyz

Previous Names

☒ US Address ☐ Foreign Address

Street Address *

123 Main Street

City *

Cary

State *

NC

regiroc@igmail.com

Previous Names

☒ US Address ☐ Foreign Address

123 Main Street

Cary

NC

Wake

27519

3125552546

9195559874

☒ High School Diploma
☐ Adult HS Diploma
☐ GED
☐ None

Submit

Cancel



DCDEE WORKS

Applicant Portal

A single portal of entry for workforce education and professional development.

NC

Workforce Online Reporting & Knowledge System
CHILD DEVELOPMENT & EARLY EDUCATION

WFID: 11403896216 NCID: kimberly ▾

Home

Positions

Education Background

Facility Association

Applicant Information

WFID: 11403896216

Home Phone: 3125556789

Full Name: Kimberly Stewart Bearden

Cell Phone: 9195559874

Last Four of SSN: 9502

Primary Address:

Date of Birth: 12/02/1975

123 Main Street

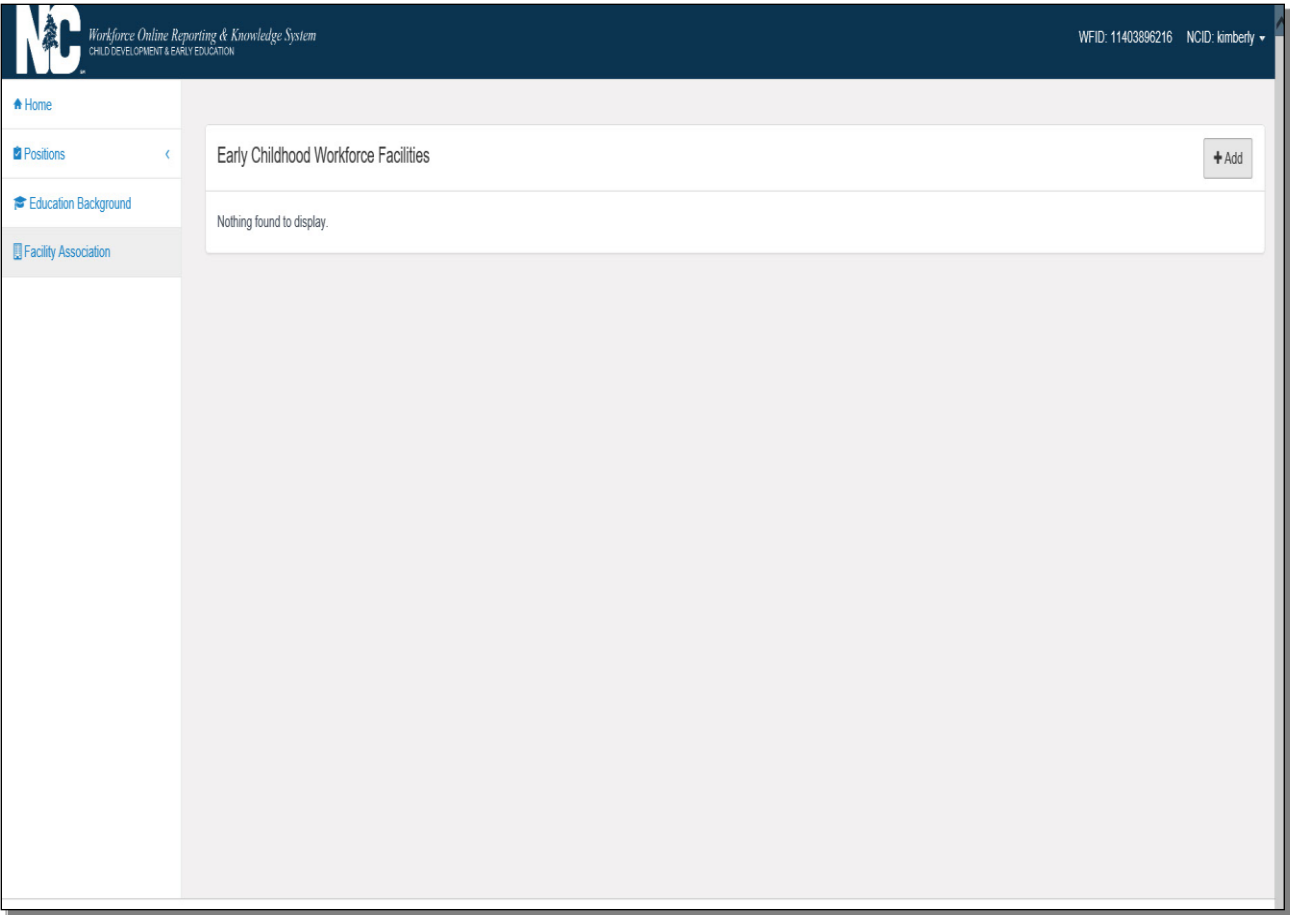
Cary, NC 27519

Email: kstewart@abc.xyz

County: Wake

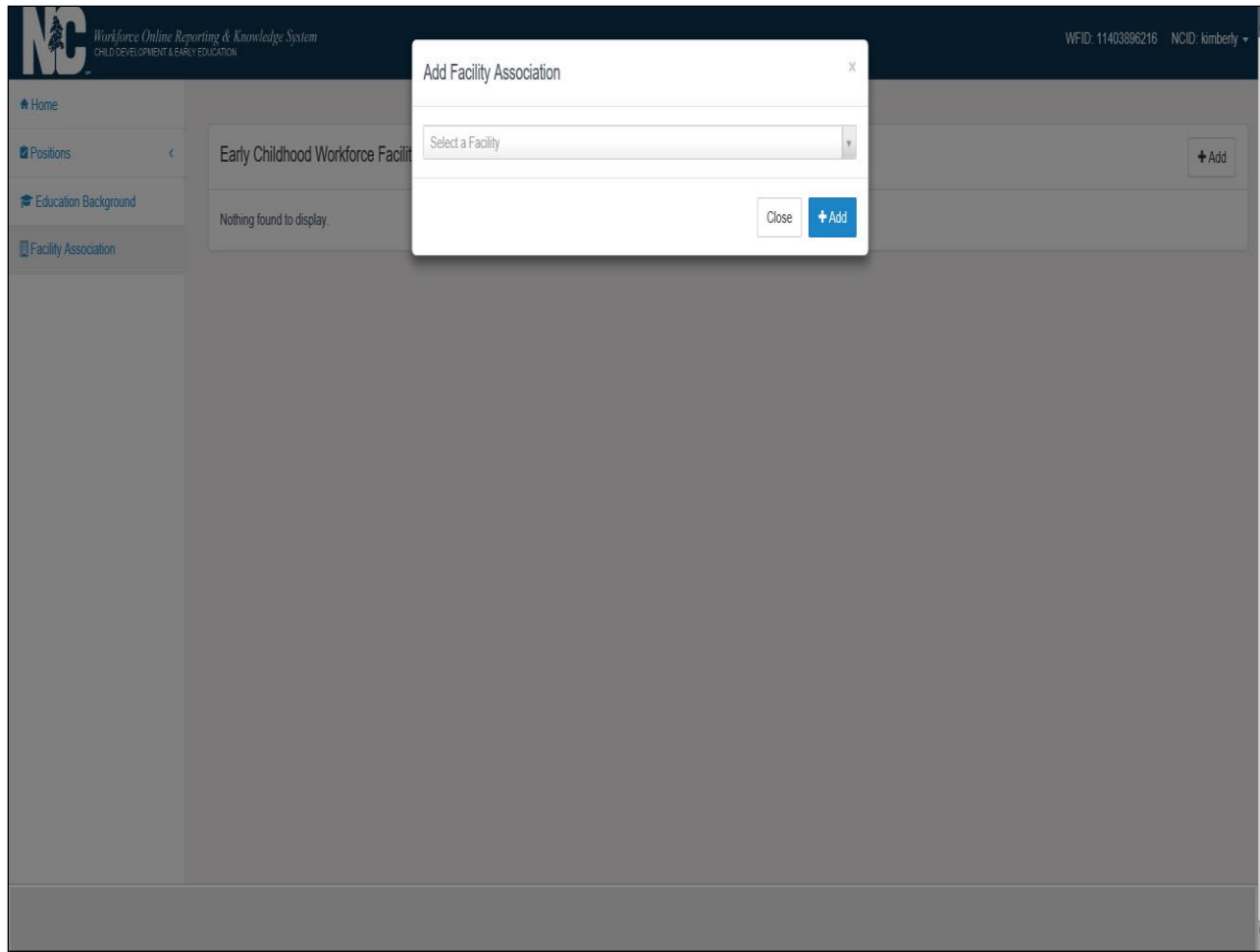
Slide notes

On the navigation bar to the left, click the "Facility Association" menu item to identify the Facility or Facilities at which you are employed.



Slide notes

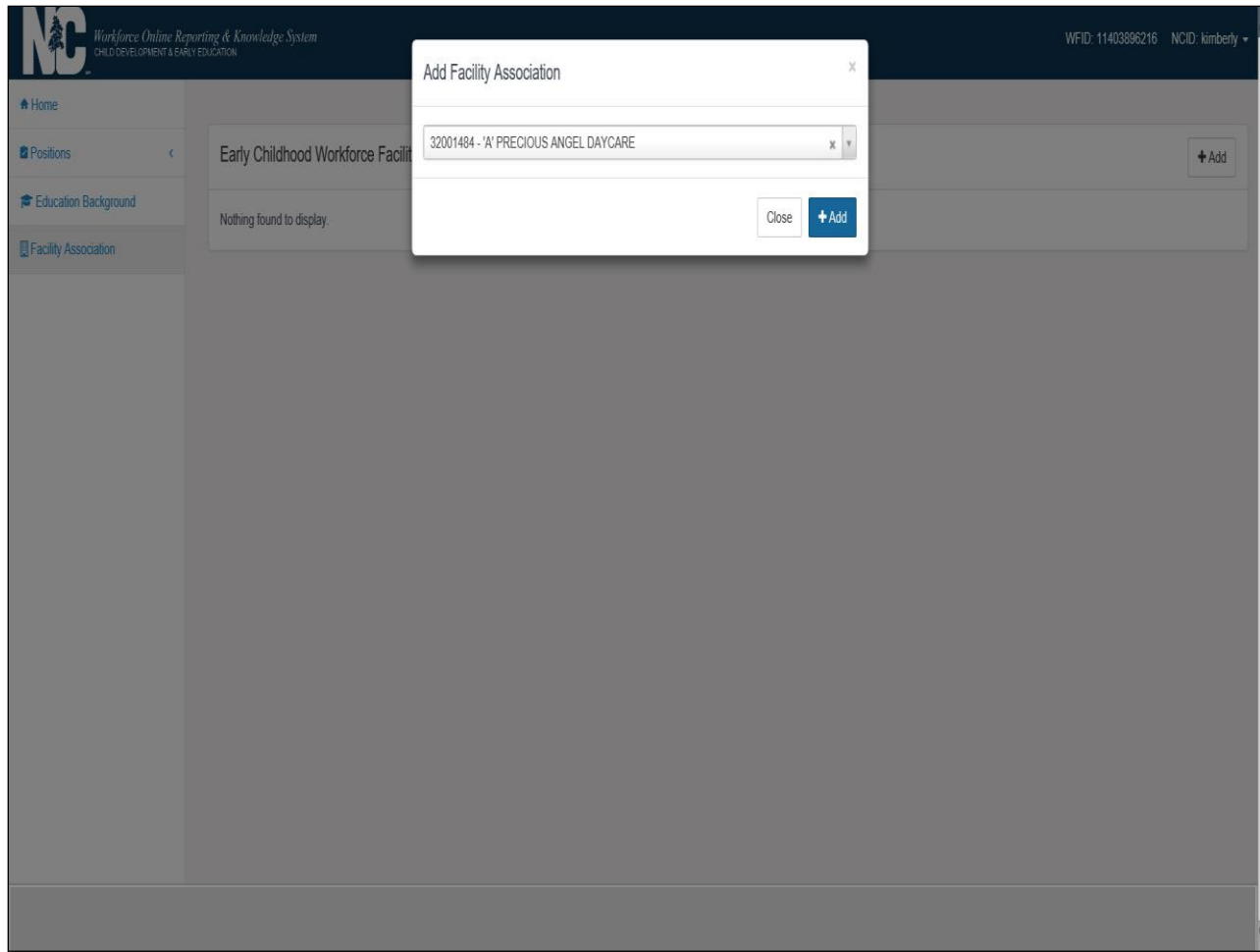
To create a Facility Association, click the "+Add" button on the right.



Slide notes

Enter at least 3 characters of any part of the Facility ID or the Facility Name.

WORKS Applicant Training Video



Slide notes

Select the desired facility and click the blue "+Add" button.

NC

Workforce Online Reporting & Knowledge System
CHILD DEVELOPMENT & EARLY EDUCATION

WFID: 11403896216 NCID: kimberly

Home

Positions

Education Background

Facility Association

Facility Information

Edit

Facility Information

Type of Program

Facility ID # (on license):32001484

County of Employment:32

Owner/L.E.A. Name:LIPSCOMB, MARGARET

Name of Facility:'A' PRECIOUS ANGEL DAYCARE

Facility Phone #:(919) 819-7786

Facility Address:916 SOUTH MINERAL SPRINGS ROAD

City:DURHAM

State:NC

Zip Code:27703

Fax Number:

☐ Preschool Education

☐ Even Start

☐ Head Start

☐ Exceptional Children

☐ Title I

☐ Developmental Day Facility (check age range)

☐ Birth - 3 years

☐ 3 years & older

☐ School-Age

☐ NCPReK

☒ I am employed at the facility.

Save

Slide notes

The Facility Information displays.

NC

Workforce Online Reporting & Knowledge System
CHILD DEVELOPMENT & EARLY EDUCATION

WFID: 11403896216 NCID: kimberly

Home

Positions

Education Background

Facility Association

Facility Information

Edit

Facility Information

Type of Program

Facility ID # (on license):32001484

County of Employment:32

Owner/L.E.A. Name:LIPSCOMB, MARGARET

Name of Facility:'A' PRECIOUS ANGEL DAYCARE

Facility Phone #:(919) 819-7786

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☐ Title I

☐ Developmental Day Facility (check age range)

☐ Birth - 3 years

☐ 3 years & older

☐ School-Age

☐ NCPReK

☒ I am employed at the facility.

Save

Slide notes

Click the "Edit" button in the upper right corner to be able to indicate Programs offered by the Facility.

NC

Workforce Online Reporting & Knowledge System
CHILD DEVELOPMENT & EARLY EDUCATION

WFID: 11403896216 NCID: kimberly

Home

Positions

Education Background

Facility Association

Facility Information

Edit

Facility Information

Type of Program

Facility ID # (on license):32001484

County of Employment:32

Owner/L.E.A. Name:LIPSCOMB, MARGARET

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☐ Title I

☐ Developmental Day Facility (check age range)

☐ Birth - 3 years

☐ 3 years & older

☐ School-Age


☐ NCPReK

☒ I am employed at the facility.

Save

Slide notes

Note the checkbox in the lower left that indicates that you are an employee at this Facility.



Workforce Online Reporting & Knowledge System
CHILD DEVELOPMENT & EARLY EDUCATION

Home

Positions

Education Background

Facility Association

WFID: 11403896216 NCID: kimberly

Facility Information

Facility Information

Facility ID # (on license): 32001484

County of Employment: 32

Owner/L.E.A. Name: LIPSCOMB, MARGARET

Name of Facility: 'A' PRECIOUS ANGEL DAYCARE

Facility Phone #: (919) 819-7786

Facility Address: 916 SOUTH MINERAL SPRINGS ROAD

City: DURHAM

State: NC

Zip Code: 27703

Fax Number:

Type of Program

☐ Preschool Education

☐ Even Start

☒ Head Start

☐ Exceptional Children

☐ Title I

☐ Developmental Day Facility (check age range)

☐ Birth - 3 years

☐ 3 years & older

☐ School-Age

☐ NCPReK

☐ I am employed at the facility.

Save

Edit

NC

Workforce Online Reporting & Knowledge System
CHILD DEVELOPMENT & EARLY EDUCATION

WFID: 11403896216 NCID: kimberly

Home

Positions

Education Background

Facility Association

Facility Information

Edit

Facility Information

Type of Program

Facility ID # (on license):32001484

County of Employment:32

Owner/L.E.A. Name:LIPSCOMB, MARGARET

Name of Facility:'A' PRECIOUS ANGEL DAYCARE

Facility Phone #:(919) 819-7786

Facility Address:916 SOUTH MINERAL SPRINGS ROAD

City:DURHAM

State:NC

Zip Code:27703

Fax Number:

☐ Preschool Education

☐ Even Start

☒ Head Start

☐ Exceptional Children

☐ Title I

☐ Developmental Day Facility (check age range)

☐ Birth - 3 years

☐ 3 years & older

☐ School-Age

☐ NCPReK

☒ I am employed at the facility.

Save

Slide notes

When you're ready, click the "Save" button in the lower right corner.

NC

Workforce Online Reporting & Knowledge System
CHILD DEVELOPMENT & EARLY EDUCATION

WFID: 11403896216 NCID: kimberly

Home

Positions

Education Background

Facility Association

Facility Association added successfully.

Facility Information

Facility Information

Facility ID # (on license): 32001484

County of Employment: 32

Owner/L.E.A. Name: LIPSCOMB, MARGARET

Name of Facility: 'A' PRECIOUS ANGEL DAYCARE

Facility Phone #: (919) 819-7786

Facility Address: 916 SOUTH MINERAL SPRINGS ROAD

City: DURHAM

State: NC

Zip Code: 27703

Fax Number:

Type of Program

☐ Preschool Education

☐ Even Start

☒ Head Start

☐ Exceptional Children

☐ Title I

☐ Developmental Day Facility (check age range)

☐ Birth - 3 years

☐ 3 years & older

☐ School-Age

☐ NCPReK

☒ I am employed at the facility.

Save

NC

Workforce Online Reporting & Knowledge System

CHILD DEVELOPMENT & EARLY EDUCATION

WFID: 11403896216 NCID: kimberly

Home

Positions

Education Background

Facility Association

Early Childhood Workforce Facilities

+

Add

Search:

Status	Facility ID	Facility Name
Active	32001484	'A' PRECIOUS ANGEL DAYCARE

Showing 1 to 1 of 1 entries

Previous

1

Next

Slide notes

Your Facility Association is now listed. You can view that Facility at any time by clicking the Status hyperlink.

NC

Workforce Online Reporting & Knowledge System
CHILD DEVELOPMENT & EARLY EDUCATION

WFID: 11403896216 NCID: kimberly

Home

Positions

Education Background

Facility Association

Facility Information

Edit

Facility Information

Type of Program

Facility ID # (on license):32001484

County of Employment:32

Owner/L.E.A. Name:LIPSCOMB, MARGARET

Name of Facility:'A' PRECIOUS ANGEL DAYCARE

Facility Phone #:(919) 819-7786

Facility Address:916 SOUTH MINERAL SPRINGS ROAD

City:DURHAM

State:NC

Zip Code:27703

Fax Number:

☐Preschool Education

☐Even Start

☒Head Start

☐Exceptional Children

☐Title I

☐Developmental Day Facility (check age range)

☐Birth - 3 years

☐3 years & older

☐School-Age

☐NCPReK

☒I am employed at the facility.

Save

NC

Workforce Online Reporting & Knowledge System

CHILD DEVELOPMENT & EARLY EDUCATION

WFID: 11403896216 NCID: kimberly

Home

Positions

Education Background

Facility Association

Early Childhood Workforce Facilities

+

Add

Search:

Status	Facility ID	Facility Name
Active	32001484	'A' PRECIOUS ANGEL DAYCARE

Showing 1 to 1 of 1 entries

Previous

1

Next

Slide notes

Click the "Education Background" menu item to see information about your education.

NC

Workforce Online Reporting & Knowledge System

CHILD DEVELOPMENT & EARLY EDUCATION

WFID: 11403896216 NCID: kimberly

Home

Positions

Education Background

Facility Association

Education Background

High School Information:

High School Diploma

College Certificate(s):	Major	Award Date (mm/dd/yyyy)	School Name	Comment(s)
	Early Childhood Education	08/15/2001	Duke	
College Diploma(s):	Major	Award Date (mm/dd/yyyy)	School Name	Comment(s)
No records found				
2 Year:	Major	Award Date (mm/dd/yyyy)	School Name	Comment(s)
No records found				
4 Year:	Major	Award Date (mm/dd/yyyy)	School Name	Comment(s)
	Child Care Administration	05/30/2000	UNC	
Graduate:	Major	Award Date (mm/dd/yyyy)	School Name	Comment(s)
No records found				
Post Graduate:	Major	Award Date (mm/dd/yyyy)	School Name	Comment(s)
No records found				

National Certification:

Display option populated by DCDEE staff

Date entered by Support Staff

Comment NC1

EEC:


EEC ID

Scale

Level

Slide notes

For example, you may have a college certificate in Early Childhood Education and a four year degree in Child Care Administration.



Workforce Online Reporting & Knowledge System
CHILD DEVELOPMENT & EARLY EDUCATION

WFID: 11403896216 NCID: kimberly ▾

Home

Positions

Education Background

Facility Association

Applicant Information

WFID: 11403896216

Home Phone: 3125556789

Full Name: Kimberly Stewart Bearden

Cell Phone: 9195559874

Last Four of SSN: 9502

Primary Address:

Date of Birth: 12/02/1975

123 Main Street

Cary, NC 27519


Email: kstewart@abc.xyz

County: Wake

Slide notes

Click the "Positions" menu item on the left side panel.

WORKS Applicant Training Video



Workforce Online Reporting & Knowledge System
CHILD DEVELOPMENT & EARLY EDUCATION

WFID: 11403896216 NCID: kimberly

Home

Positions

Apply/Upload

Early Childhood Administrator Requirements

School-Age Administrator Requirements

DPI Administrator Requirements

Lead Teacher Requirements

DPI Teacher Requirements

Teacher Requirements

DPI Teacher Assistant Requirements

FOCH Provider Requirements

Group Leader Requirements

Program Coordinator Requirements

Education Background

Facility Association

Applicant Information

WFID: 11403896216

Home Phone: 3125556789

Full Name: Kimberly Stewart Bearden

Cell Phone: 9195559874

Last Four of SSN: 9502

Primary Address:

Date of Birth: 12/02/1975

123 Main Street

Cary, NC 27519

Email: kstewart@abc.xyz

County: Wake

Slide notes

Here you can apply for one or more Positions and Upload Documents. You can also see the Position Requirements by clicking the Position Title in the menu item on the left.

NC

Workforce Online Reporting & Knowledge System
CHILD DEVELOPMENT & EARLY EDUCATION

WFID: 11403896216 NCID: kimberly

Home

Positions

Apply/Upload

Early Childhood Administrator Requirements

School-Age Administrator Requirements

DPI Administrator Requirements

Lead Teacher Requirements

DPI Teacher Requirements

Teacher Requirements

DPI Teacher Assistant Requirements

FCCH Provider Requirements

Group Leader Requirements

Program Coordinator Requirements

Education Background

Facility Association

Early Childhood Administrator Requirements

Child Care Administrators are qualified to direct programs serving children from birth to age twelve.

Every administrator must meet requirements in each of two components: **1) administration coursework** (Note: If you tested out of Admin I and/or Admin II, see additional requirements on Worksheet), **and 2) early childhood/child development coursework** (birth-12 yrs). In each component, there are choices for how to satisfy the requirements.

Level I is the **mandatory minimum qualification for any administrator**; Levels II and III are voluntary. **See the worksheet below** for all the options to meet each component at Levels I, II and III. Use this worksheet to determine how you currently meet each component and what you may still need in order to qualify at the level you want to achieve.

If you tested out of either the Administration I or Administration II test or both to meet the requirement for completion of Administration coursework, upload one of the following:

- Independently complete portfolio assignments to be graded **OR**
- Documentation in resume format of at least five (5) years of experience as a child care director, co-director or assistant director, including the following information:
 - Name of facility
 - Facility ID# (if located in NC)
 - Location of facility (city, state)
 - Date started
 - Date ended (if applicable)
 - Position duties

Official transcripts must be submitted for ALL completed college level coursework, certificates, diplomas and/or degrees. Please do not upload copies of in-service training documentation as these are not considered college coursework. Photocopies of transcripts, student or internet copies and grade reports are NOT accepted.

Only official transcripts from post-secondary schools which are **accredited** will be evaluated. **Accredited** is defined as an institution of higher education having nationally recognized regional accreditation by one of the six regional accrediting agencies. (For schools outside the U.S.A., the recognized system of the specified country's accreditation process will be accepted).


To be qualified for a position, you must meet the minimum education requirements in this section for each child care position selected. Submit official transcripts and/or upload copies of any qualifying certificates, such as a BSAC or a nationally accredited credential certificate. The nationally accredited credential certificate must meet the following criteria: 1) Nationally accredited and available in all 50 states, 2) Comprehensive in scope which is inclusive of the following six areas: child growth and development; professionalism; health and safety; creation of appropriate environments that enhance physical, emotional, social and cognitive development; developmentally appropriate learning activities; and working with families, 3) 120 clock (contact) hours of education and/or training, 4) Formal observation and/or portfolio assessment, 5) Standardized written assessment, and 6) Individually earned.

WORKSHEET for North Carolina Child Care Administrators

Choose the highest level that describes your current status. To be eligible for the NC Early Childhood Administration Credential certificate, you must complete the requirements in the ★ boxes in the level that you have chosen. If you

Slide notes

Here are the requirements for the Early Childhood Administrator position.



Workforce Online Reporting & Knowledge System
CHILD DEVELOPMENT & EARLY EDUCATION

WFID: 11403896216 NCID: kimberly

Home

Positions

Apply/Upload

Early Childhood Administrator Requirements

School-Age Administrator Requirements

DPI Administrator Requirements

Lead Teacher Requirements

DPI Teacher Requirements

Teacher Requirements

DPI Teacher Assistant Requirements

FCCH Provider Requirements

Group Leader Requirements

Program Coordinator Requirements

Education Background

Facility Association

School-Age Administrator Requirements

School-Age Administrators are qualified to direct programs serving children age five (5) and older.

Every administrator must meet requirements in each of two components: **1) administration coursework** (Note: see section for additional requirements on Worksheet if you tested out of Admin I and/or Admin II), and **2) elementary education/ human development coursework** (5-12 yrs). In each component, there are choices for how to satisfy the requirements.

Level I is the **mandatory minimum qualification for any administrator**; Levels II and III are voluntary. **See the worksheet below** for all the options to meet each component at Levels I, II and III. Use this worksheet to determine how you currently meet each component and what you may still need in order to qualify at the level you want to achieve.

If you tested out of either the Administration I or Administration II test or both to meet the requirement for completion of Administration coursework, upload one of the following:

- Independently complete portfolio assignments to be graded **OR**
- Documentation in resume format of at least five (5) years of experience as a child care director, co-director or assistant director, including the following information:
 - Name of facility
 - Facility ID# (if located in NC)
 - Location of facility (city, state)
 - Date started
 - Date ended (if applicable)
 - Position duties

Official transcripts must be submitted for ALL completed college level coursework, certificates, diplomas and/or degrees. Please do not upload copies of in-service training documentation as these are not considered college coursework. Photocopies of transcripts, student or internet copies and grade reports are NOT accepted.

Only official transcripts from post-secondary schools which are **accredited** will be evaluated. **Accredited** is defined as an institution of higher education having nationally recognized regional accreditation by one of the six regional accrediting agencies. (For schools outside the U.S.A., the recognized system of the specified country's accreditation process will be accepted).


To be qualified for a position, you must meet the minimum education requirements in this section for each child care position selected. Submit official transcripts and/or upload copies of any qualifying certificates, such as a BSAC or a nationally accredited credential certificate. The nationally accredited credential certificate must meet the following criteria: 1) Nationally accredited and available in all 50 states, 2) Comprehensive in scope which is inclusive of the following six areas: child growth and development; professionalism; health and safety; creation of appropriate environments that enhance physical, emotional, social and cognitive development; developmentally appropriate learning activities; and working with families, 3) 120 clock (contact) hours of education and/or training, 4) Formal observation and/or portfolio assessment, 5) Standardized written assessment, and 6) Individually earned.

WORKSHEET for North Carolina Child Care Administrators

Choose the highest level that describes your current status. To be eligible for the NC Early Childhood Administration Credential certificate, you must complete the requirements in the ★ boxes in the level that you have chosen. If you

Slide notes

Here are the requirements for the School-Age Administrator position.



Workforce Online Reporting & Knowledge System
CHILD DEVELOPMENT & EARLY EDUCATION

WFID: 11403896216 NCID: kimberly ▾

Home

Positions ▾

Apply/Upload

Early Childhood Administrator Requirements

School-Age Administrator Requirements

DPI Administrator Requirements

Lead Teacher Requirements

DPI Teacher Requirements

Teacher Requirements

DPI Teacher Assistant Requirements

FOCH Provider Requirements

Group Leader Requirements

Program Coordinator Requirements

Education Background

Facility Association

Apply for Early Childhood Workforce Position(s)

Check the child care position(s) for which you request to be qualified. All required documentation, except official transcripts, can be uploaded to WORKS using the **Upload** feature below. Please DO NOT upload official transcripts to WORKS. They must be submitted to the Workforce Education Unit by mail at the following address:

Division of Child Development and Early Education (DCDEE)
Workforce Education Unit
2201 Mail Service Center
Raleigh, NC 27699-2200

Note: This qualification is for education requirements only. It does not indicate compliance with age, pre-service, criminal record, medical or in-service training requirements.

Child Care Positions

☐ Early Childhood Administrator

☐ School-Age Administrator

☐ DPI Administrator

☐ Lead Teacher

Check box below to apply for NC Credential

☐ NC Early Childhood Credential (NCECC)

☐ DPI Teacher


Check box below to apply for NC Credential

☐ NC Early Childhood Credential (NCECC)

☐ Teacher

Slide notes

Click the "Apply/Upload" menu item.



Workforce Online Reporting & Knowledge System
CHILD DEVELOPMENT & EARLY EDUCATION

WFID: 11403896216 NCID: kimberly

Home

Positions

Apply/Upload

Early Childhood Administrator Requirements

School-Age Administrator Requirements

DPI Administrator Requirements

Lead Teacher Requirements

DPI Teacher Requirements

Teacher Requirements

DPI Teacher Assistant Requirements

FOCH Provider Requirements

Group Leader Requirements

Program Coordinator Requirements

Education Background

Facility Association

Apply for Early Childhood Workforce Position(s)

Check the child care position(s) for which you request to be qualified. All required documentation, except official transcripts, can be uploaded to WORKS using the **Upload** feature below. Please DO NOT upload official transcripts to WORKS. They must be submitted to the Workforce Education Unit by mail at the following address:

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Note: This qualification is for education requirements only. It does not indicate compliance with age, pre-service, criminal record, medical or in-service training requirements.

Child Care Positions

☐ Early Childhood Administrator

☐ School-Age Administrator

☐ DPI Administrator

☐ Lead Teacher

Check box below to apply for NC Credential

☐ NC Early Childhood Credential (NCECC)

☒ DPI Teacher


Check box below to apply for NC Credential

☐ NC Early Childhood Credential (NCECC)

☐ Teacher

Slide notes

As an example, we are going to apply for DPI Teacher, including checking the box to apply for the North Carolina Early Childhood Credential (NCECC).



Workforce Online Reporting & Knowledge System
CHILD DEVELOPMENT & EARLY EDUCATION

WFID: 11403896216 NCID: kimberly ▾

Home

Positions ▾

Apply/Upload

Early Childhood Administrator Requirements

School-Age Administrator Requirements

DPI Administrator Requirements

Lead Teacher Requirements

DPI Teacher Requirements

Teacher Requirements

DPI Teacher Assistant Requirements

FOCH Provider Requirements

Group Leader Requirements

Program Coordinator Requirements

Education Background

Facility Association

Apply for Early Childhood Workforce Position(s)

Check the child care position(s) for which you request to be qualified. All required documentation, except official transcripts, can be uploaded to WORKS using the **Upload** feature below. Please DO NOT upload official transcripts to WORKS. They must be submitted to the Workforce Education Unit by mail at the following address:

Division of Child Development and Early Education (DCDEE)
Workforce Education Unit
2201 Mail Service Center
Raleigh, NC 27699-2200

Note: This qualification is for education requirements only. It does not indicate compliance with age, pre-service, criminal record, medical or in-service training requirements.

Child Care Positions

☐ Early Childhood Administrator

☐ School-Age Administrator

☐ DPI Administrator

☐ Lead Teacher

Check box below to apply for NC Credential

☐ NC Early Childhood Credential (NCECC)

☒ DPI Teacher

Check box below to apply for NC Credential

☒ NC Early Childhood Credential (NCECC)

☐ Teacher

NC

Workforce Online Reporting & Knowledge System
CHILD DEVELOPMENT & EARLY EDUCATION

WFID: 11403896216 NCID: kimberly

Home

Positions

Apply/Upload

Early Childhood Administrator Requirements

School-Age Administrator Requirements

DPI Administrator Requirements

Lead Teacher Requirements

DPI Teacher Requirements

Teacher Requirements

DPI Teacher Assistant Requirements

FOCH Provider Requirements

Group Leader Requirements

Program Coordinator Requirements

Education Background

Facility Association

Apply for Early Childhood Workforce Position(s)

Check the child care position(s) for which you request to be qualified. All required documentation, except official transcripts, can be uploaded to WORKS using the **Upload** feature below. Please DO NOT upload official transcripts to WORKS. They must be submitted to the Workforce Education Unit by mail at the following address:

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Raleigh, NC 27699-2200

Note: This qualification is for education requirements only. It does not indicate compliance with age, pre-service, criminal record, medical or in-service training requirements.

Child Care Positions

☐ Early Childhood Administrator

☐ School-Age Administrator

☐ DPI Administrator

☐ Lead Teacher

Check box below to apply for NC Credential

☐ NC Early Childhood Credential (NCECC)

☒ DPI Teacher

Check box below to apply for NC Credential

☒ NC Early Childhood Credential (NCECC)

☐ Teacher

WORKS Applicant Training Video

Program Coordinator Requirements

Education Background

Facility Association

Check box below to apply for NC Credential

☒ NC Early Childhood Credential (NCECC)

☐ Teacher

☐ DPI Teacher Assistant

☐ FCCCH Provider

Check box below to apply for NC Credential

☐ NC Family Child Care Credential (NCFCCC)

☐ Group Leader

☐ Program Coordinator

Check box below to apply for NC Credential

☐ NC School-Age Credential (NCSACCC)

Add file to upload 0

All documents uploaded into WORKS must be in .pdf format. Please verify documents are scanned appropriately and are legible before uploading into WORKS. Illegible documents will delay processing of your education evaluation. Please search "pdf" in your internet browser for more information concerning this file format.

Uploaded file size is limited to 2MB (Megabytes). Any attempt to upload a file larger than 2MB will result in an error. Please contact [WORKS Support](#) if you are having difficulties uploading files.

Submit

Cancel

Slide notes

We are also going to apply for the Group Leader position.

WORKS Applicant Training Video

Program Coordinator Requirements

Education Background

Facility Association

Check box below to apply for NC Credential

☒ NC Early Childhood Credential (NCECC)

☐ Teacher

☐ DPI Teacher Assistant

☐ FCOH Provider

Check box below to apply for NC Credential

☐ NC Family Child Care Credential (NCFCCC)

☒ Group Leader

☐ Program Coordinator

Check box below to apply for NC Credential

☐ NC School-Age Credential (NCSACCC)

Add file to upload 0

All documents uploaded into WORKS must be in .pdf format. Please verify documents are scanned appropriately and are legible before uploading into WORKS. Illegible documents will delay processing of your education evaluation. Please search "pdf" in your internet browser for more information concerning this file format.

Uploaded file size is limited to 2MB (Megabytes). Any attempt to upload a file larger than 2MB will result in an error. Please contact [WORKS Support](#) if you are having difficulties uploading files.

Submit

Cancel

Slide notes

Next, we'll upload the "Group Leader BSAC Certificate". Uploads must be pdf files that are no larger than 2 megabytes in size. The total megabytes of your document will be determined by the type of document(s) you upload. Documents containing graphics may use more megabytes than a text only document.

WORKS Applicant Training Video

Program Coordinator Requirements

Education Background

Facility Association

Check box below to apply for NC Credential

☒ NC Early Childhood Credential (NCECC)

☐ Teacher

☐ DPI Teacher Assistant

☐ FCOH Provider

Check box below to apply for NC Credential

☐ NC Family Child Care Credential (NCFCCC)

☒ Group Leader

☐ Program Coordinator

Check box below to apply for NC Credential

☐ NC School-Age Credential (NCSACCC)

Add file to upload 0

All documents uploaded into WORKS must be in .pdf format. Please verify documents are scanned appropriately and are legible before uploading into WORKS. Illegible documents will delay processing of your education evaluation. Please search "pdf" in your internet browser for more information concerning this file format.

Uploaded file size is limited to 2MB (Megabytes). Any attempt to upload a file larger than 2MB will result in an error. Please contact [WORKS Support](#) if you are having difficulties uploading files.

Submit

Cancel

Slide notes

To upload a document, click the "+Add File" button in the lower right corner. For more information about pdf files, please enter pdf in your internet search engine.

Program Coordinator Requirements

Education Background

Facility Association

Check box below to apply for NC Credential

☒ NC Early Childhood Credential (NCECC)

☐ Teacher

☐ DPI Teacher Assistant

☐ FCCH Provider

Check box below to apply for NC Credential

☐ NC Family Child Care Credential (NCFCCC)

☒ Group Leader

☐ Program Coordinator

Check box below to apply for NC Credential

☐ NC School-Age Credential (NCSACCC)

Add file to upload 0

File type

Select a File Type

Browse...

+ Add File

All documents uploaded into WORKS must be in .pdf format. Please verify documents are scanned appropriately and are legible before uploading into WORKS. Illegible documents will delay processing of your education evaluation. Please search "pdf" in your internet browser for more information concerning this file format.

Uploaded file size is limited to 2MB (Megabytes). Any attempt to upload a file larger than 2MB will result in an error. Please contact [WORKS Support](#) if you are having difficulties uploading files.

Submit

Cancel

Slide notes

Select a File Type from the drop down menu.

Program Coordinator Requirements

Education Background

Facility Association

Check box below to apply for NC Credential

☒ NC Early Childhood Credential (NCECC)

☐ Teacher

☐ DPI Teacher Assistant

☐ FCCH Provider

Check box below to apply for NC Credential

☐ NC Family Child Care Credential (NCFCCC)

☒ Group Leader

☐ Program Coordinator

Check box below to apply for NC Credential

☐ NC School-Age Credential (NCSACCC)

Add file to upload

File type

Select a File Type

All documents uploaded successfully

Illegible document

Uploaded file size exceeds maximum file size

American Montessori Society (AMS) Certificate

Association Montessori International (AMI) Certificate

Basic School Age Care (BSAC) Certificate

Birth - Kindergarten (BK) License

Certified Childcare Professional (CCP) Credential

Child Development Associate (CDA) Credential

Director/Assistant Director/Co-Director Experience Documentation

Browse...

are legible before uploading into WORKS. For more information concerning this file format, please contact WORKS Support if you are having difficulties uploading.

+ Add File

Cancel

Slide notes

In order to include education documentation requirements for Group Leader, we're going to select and upload the "Basic School Age Care (BSAC) Certificate".

WORKS Applicant Training Video

Program Coordinator Requirements

Education Background

Facility Association

Check box below to apply for NC Credential

☒ NC Early Childhood Credential (NCECC)

☐ Teacher

☐ DPI Teacher Assistant

☐ FCOH Provider

Check box below to apply for NC Credential

☐ NC Family Child Care Credential (NCFCCC)

☒ Group Leader

☐ Program Coordinator

Check box below to apply for NC Credential

☐ NC School-Age Credential (NCSACCC)

Add file to upload 0

File type

Basic School Age Care (BSAC) Certificate

Browse...

All documents uploaded into WORKS must be in .pdf format. Please verify documents are scanned appropriately and are legible before uploading into WORKS. Illegible documents will delay processing of your education evaluation. Please search "pdf" in your internet browser for more information concerning this file format.

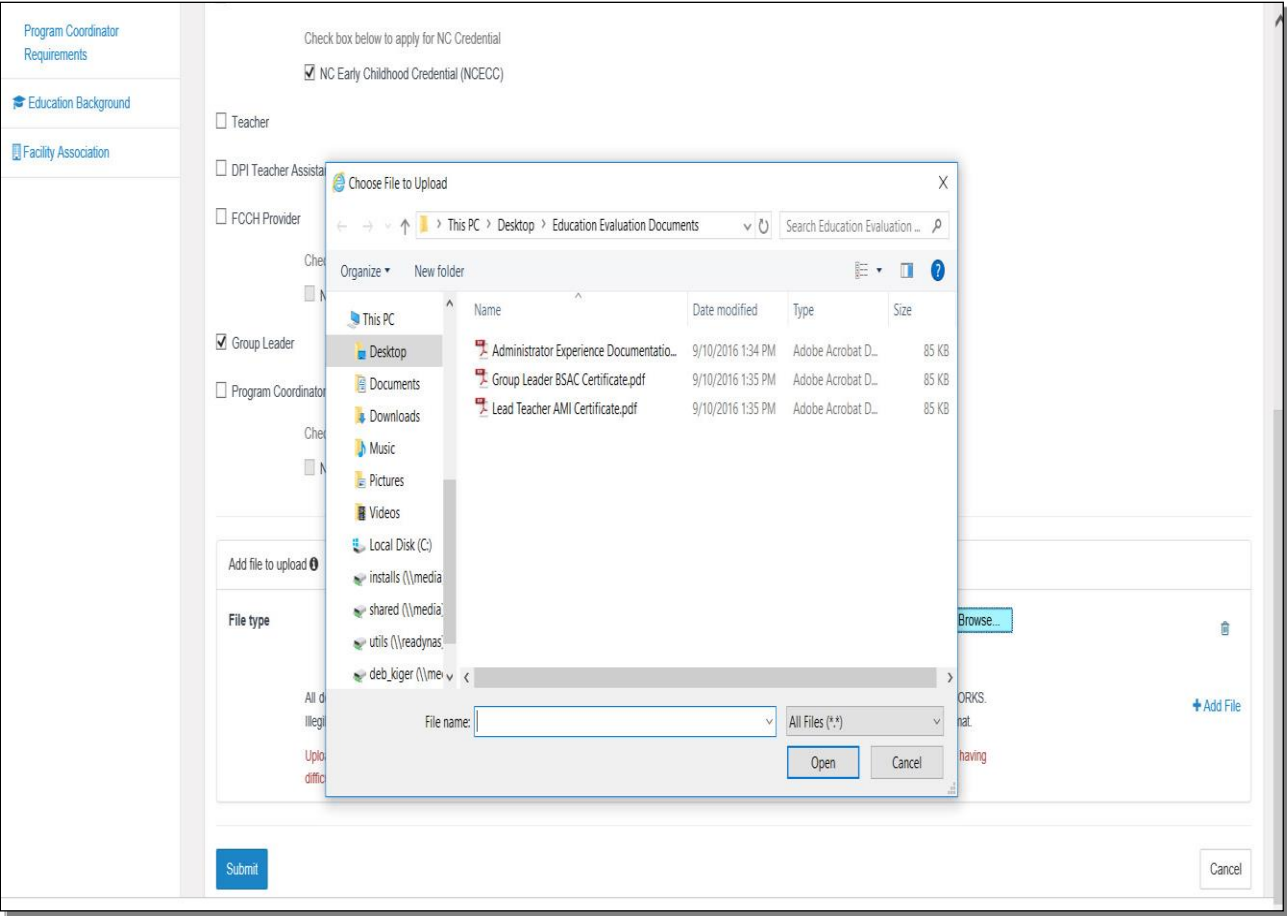
Uploaded file size is limited to 2MB (Megabytes). Any attempt to upload a file larger than 2MB will result in an error. Please contact [WORKS Support](#) if you are having difficulties uploading files.

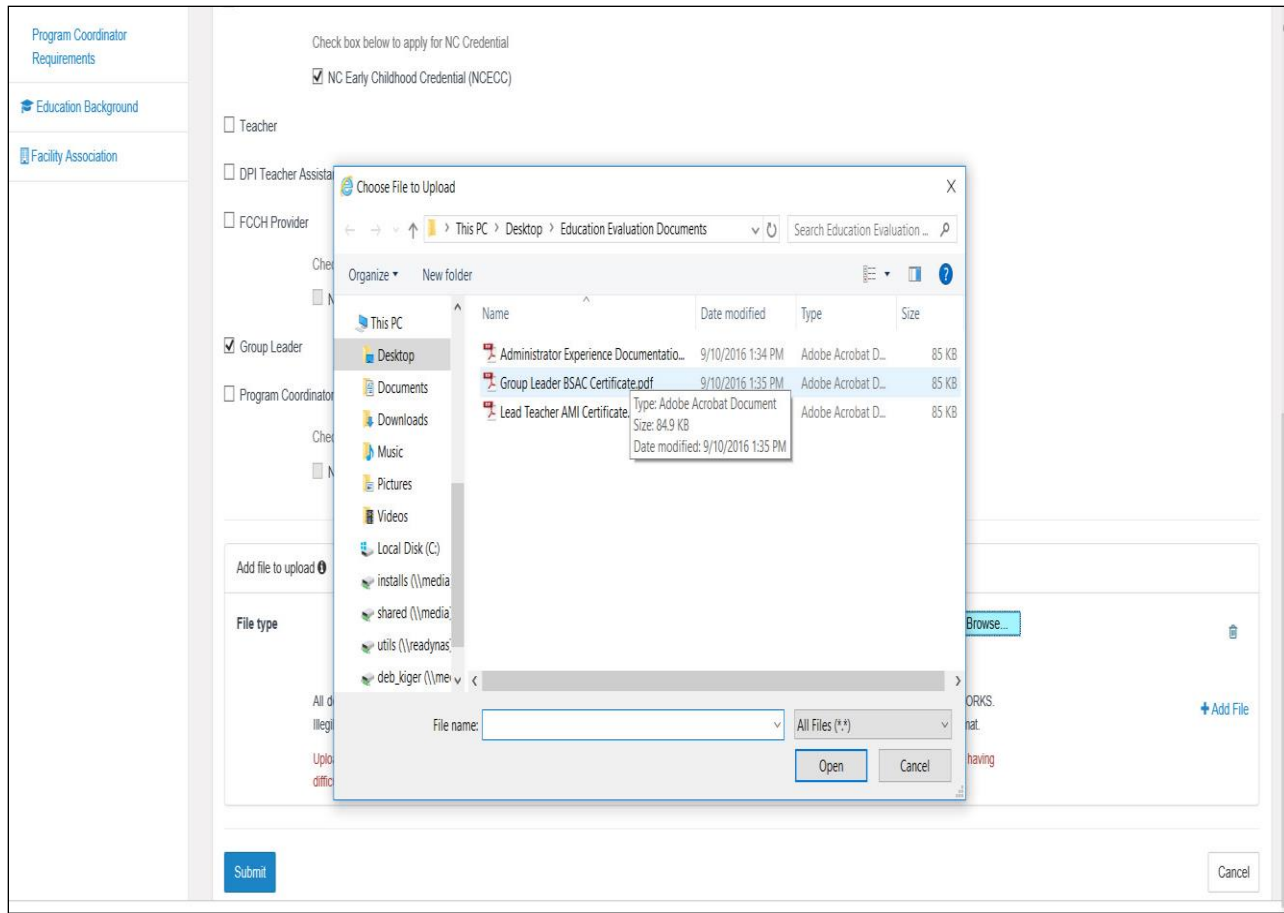
Submit

Cancel

Slide notes

Browse for a specific file from your computer files.





WORKS Applicant Training Video

Program Coordinator Requirements

Education Background

Facility Association

Check box below to apply for NC Credential

☒ NC Early Childhood Credential (NCECC)

☐ Teacher

☐ DPI Teacher Assistant

☐ FCOH Provider

Check box below to apply for NC Credential

☐ NC Family Child Care Credential (NCFCCC)

☒ Group Leader

☐ Program Coordinator

Check box below to apply for NC Credential

☐ NC School-Age Credential (NCSACCC)

Add file to upload 0

File type

Basic School Age Care (BSAC) Certificate

C:\Users\ldiojer\Desktop\ Browse...

All documents uploaded into WORKS must be in .pdf format. Please verify documents are scanned appropriately and are legible before uploading into WORKS. Illegible documents will delay processing of your education evaluation. Please search "pdf" in your internet browser for more information concerning this file format.

Uploaded file size is limited to 2MB (Megabytes). Any attempt to upload a file larger than 2MB will result in an error. Please contact [WORKS Support](#) if you are having difficulties uploading files.

Submit

Cancel

Slide notes

If you change your mind and need to delete your selection, click the small trash can to the right to delete the upload. When you're ready, click the "Submit" button. Or, click the "Cancel" button to cancel all changes made on this page.

The screenshot displays a web application interface for submitting an application. A 'Confirm Submission' dialog box is centered on the screen, overlaying a form. The dialog box contains the following text:

Confirm Submission

You are about to submit the following to the Workforce Education Unit:

- Positions Submitted for Evaluation: DPI Teacher, NC Early Childhood Credential (NCECC), Group Leader
- Supporting Documentation Uploaded for Evaluation: Group Leader BSAC Certificate.pdf

At the bottom of the dialog box are two buttons: 'Cancel' and 'Confirm'.

The background form is partially visible and includes the following elements:

- Program Coordinator Requirements**
- Education Background**
- Facility Association**
- Check box below to apply for NC Credential:
 - ☒ NC Early Childhood Credential (NCECC)
 - ☐ NC Family Child Care Credential (NCFCCC)
 - ☐ NC School-Age Credential (NCSACCC)
- Check box below to apply for NC Credential:
 - ☒ Group Leader
 - ☐ Program Coordinator
- Add file to upload**
- File type**: Basic School Age Care (BSAC) Certificate
- File path**: C:\Users\ldogier\Desktop\ Browse...
- Instructions**: All documents uploaded into WORKS must be in .pdf format. Please verify documents are scanned appropriately and are legible before uploading into WORKS. Illegible documents will delay processing of your education evaluation. Please search "pdf" in your internet browser for more information concerning this file format.
- Warning**: Uploaded file size is limited to 2MB (Megabytes). Any attempt to upload a file larger than 2MB will result in an error. Please contact [WORKS Support](#) if you are having difficulties uploading files.
- Buttons**: Submit, Cancel

Slide notes

If you clicked the "Submit" button, you will see a "Confirm Submission" popup asking you to confirm your position or positions submitted and documentation upload.

NC

Workforce Online Reporting & Knowledge System
CHILD DEVELOPMENT & EARLY EDUCATION

WFID: 11403896216 NCID: kimberly

Home

Positions

Education Background

Facility Association

Application Confirmation

11/06/2016 08:47:32

This confirms your recent submission to the Workforce Education Unit. During this submission, the following information was provided by you:

• Profile Information:

WFID: 11403896216

Home Phone: 3125552546

Full Name: Kimberly Stewart Bearden

Cell Phone: 9195559874

Last Four of SSN: 9502

Primary Address:

Date of Birth: 12/02/1975

123 Main Street

Cary, NC 27519

Email: kstewart@abc.xyz

County: Wake

• Positions Submitted for Evaluation:

DPI Teacher

Group Leader

• Supporting Documentation Uploaded for Evaluation:

Document Type	Document Name
Basic School Age Care (BSAC) Certificate	Group Leader BSAC Certificate.pdf

Please keep copies of all documents submitted, along with the submission date, to the Workforce Education Unit for both uploaded and mailed documents.

Please note: Our normal processing time is approximately 4-5 weeks or less from the date your education documentation is received by the Workforce Education Unit. You will receive notification of your education evaluation results through your Profile in WORKS.

If you have any questions concerning this process, please contact the Workforce Education Unit at 919-527-6600.

Slide notes

Clicking "Confirm" on the popup takes you to an "Application Confirmation" page that recaps your Apply and Upload submission and provides instructions for next steps.



DCDEE WORKS

Applicant Letters

A single portal of entry for workforce education and professional development.

NC

Workforce Online Reporting & Knowledge System
CHILD DEVELOPMENT & EARLY EDUCATION

WFID: 11403896216 NCID: kimberly

Home

Positions

Education Background

Facility Association

Applicant Information

WFID: 11403896216

Home Phone: 3125556789

Full Name: Kimberly Stewart Bearden

Cell Phone: 9195559874

Last Four of SSN: 9502

Primary Address:

Date of Birth: 12/02/1975

123 Main Street

Cary, NC 27519

Email: kstewart@abc.xyz

County: Wake

Letter Type	Date
Return Letter	10/23/2016
Status Letter	10/24/2016

Showing 1 to 2 of 2 entries

Previous1Next

Slide notes

Going back to your Home page, we see that a Return Letter and a Status Letter are displayed.



*Child Development
and Early Education*
HEALTH AND HUMAN SERVICES

Pat McCrory
Governor

Richard O. Brajer
Secretary

Pamela L. Shue
Director

October 23, 2016

Kimberly Stewart Bearden
11403896216

We are unable to proceed with your education evaluation until the information requested below is submitted.



Slide notes

Return Letters let you know when more information is needed from you. When a Return Letter is generated in WORKS, you will receive an email notifying you that a new Return Letter is available and gives you a link to WORKS.



Child Development
and Early Education
HEALTH AND HUMAN SERVICES

Pat McCrory
Governor

Richard O. Brajer
Secretary

Pamela L. Shue
Director

October 23, 2016

Kimberly Stewart Bearden
11403896216

We are unable to proceed with your education evaluation until the information requested below is submitted.

This is text added to the Return Letter specifically for Kimberly. It may be a request for additional documentation or other information needed in her evaluation.

Your cooperation is greatly appreciated to complete the education evaluation. Please keep copies of all documents along with the date you submitted them to Workforce. Failure to respond to this request in a timely fashion may result in the failure of your facility to meet Child Care Law and Regulations.

wscClinton

WORKS Applicant Training Video

NC

Workforce Online Reporting & Knowledge System
CHILD DEVELOPMENT & EARLY EDUCATION

WFID: 11403896216 NCID: kimberly

Home

Positions

Education Background

Facility Association

Applicant Information

WFID: 11403896216

Home Phone: 3125556789

Full Name: Kimberly Stewart Bearden

Cell Phone: 9195559874

Last Four of SSN: 9502

Primary Address:

Date of Birth: 12/02/1975

123 Main Street

Email: kstewart@abc.xyz

Cary, NC 27519

County: Wake

Letter Type	Date
Return Letter	10/23/2016
Status Letter	10/24/2016

Showing 1 to 2 of 2 entries

Previous1Next

Slide notes

Status Letters notify you that you meet the educational requirements for your position or positions. Like the Return Letter, when a Status Letter is generated in WORKS, you will receive an email notifying you that a new Status Letter is available and gives you a link to WORKS.



Richard O. Brajer
Secretary

Pamela L. Shue
Director

October 24, 2016

Kimberly Stewart Bearden
11403896216



Date of last evaluation: 10/23/2016

This status letter confirms we have reviewed the education documentation which you submitted/uploaded to the Division of Child Development and Early Education, Workforce Education Unit on **10/23/2016**. According to the most recent evaluation completed, you meet educational requirements based on North Carolina child care regulations as detailed below and documents your highest educational qualification. **Note: A copy of this letter should be provided to your employer if you are working at a licensed child care facility.**

Education Completed	Course of Study	Date Completed
High School	High School Diploma	
4 Year	Child Care Administration	05/30/2000
College Certificate	Early Childhood Education	08/15/2001
Post-Grad	Special Education	01/15/2005

Child Care Position	Date Qualified	Meet Educational Requirements By	Extra Coursework Hours for Position		
			ECE	S/A	Admin
DPI Teacher	10/23/2016	NC Early Childhood Credential (NCECC)	25		
Group Leader	10/23/2016	BSAC		50	

NC

Workforce Online Reporting & Knowledge System
CHILD DEVELOPMENT & EARLY EDUCATION

WFID: 11403896216 NCID: kimberly

Home

Positions

Education Background

Facility Association

Applicant Information

WFID: 11403896216

Home Phone: 3125556789

Full Name: Kimberly Stewart Bearden

Cell Phone: 9195559874

Last Four of SSN: 9502

Primary Address:

Date of Birth: 12/02/1975

123 Main Street

Email: kstewart@abc.xyz

Cary, NC 27519

County: Wake

Letter Type	Date
Return Letter	10/23/2016
Status Letter	10/24/2016

Showing 1 to 2 of 2 entries

Previous1Next

NC

Workforce Online Reporting & Knowledge System

CHILD DEVELOPMENT & EARLY EDUCATION

WFID: 11403896216 NCID: kimberly

Home

Positions

Education Background

Facility Association

Applicant Information

WFID: 11403896216

Home Phone: 3125556789

Full Name: Kimberly Stewart Bearden

Cell Phone: 9195559874

Last Four of SSN: 9502

Primary Address:

Date of Birth: 12/02/1975

123 Main Street

Cary, NC 27519

Email: kstewart@abc.xyz

County: Wake

Letter Type	Date
Return Letter	10/23/2016
Status Letter	10/24/2016

Showing 1 to 2 of 2 entries

Previous1Next

WORKS Applicant Training Video

NC

Workforce Online Reporting & Knowledge System
CHILD DEVELOPMENT & EARLY EDUCATION

WFID: 11403896216 NCID: kimberly

Home

Positions

Education Background

Facility Association

My Profile

Logout

Applicant Information

WFID: 11403896216

Home Phone: 3125556789

Full Name: Kimberly Stewart Bearden

Cell Phone: 9195559874

Last Four of SSN: 9502

Primary Address:

Date of Birth: 12/02/1975

123 Main Street

Email: kstewart@abc.xyz

Cary, NC 27519

County: Wake

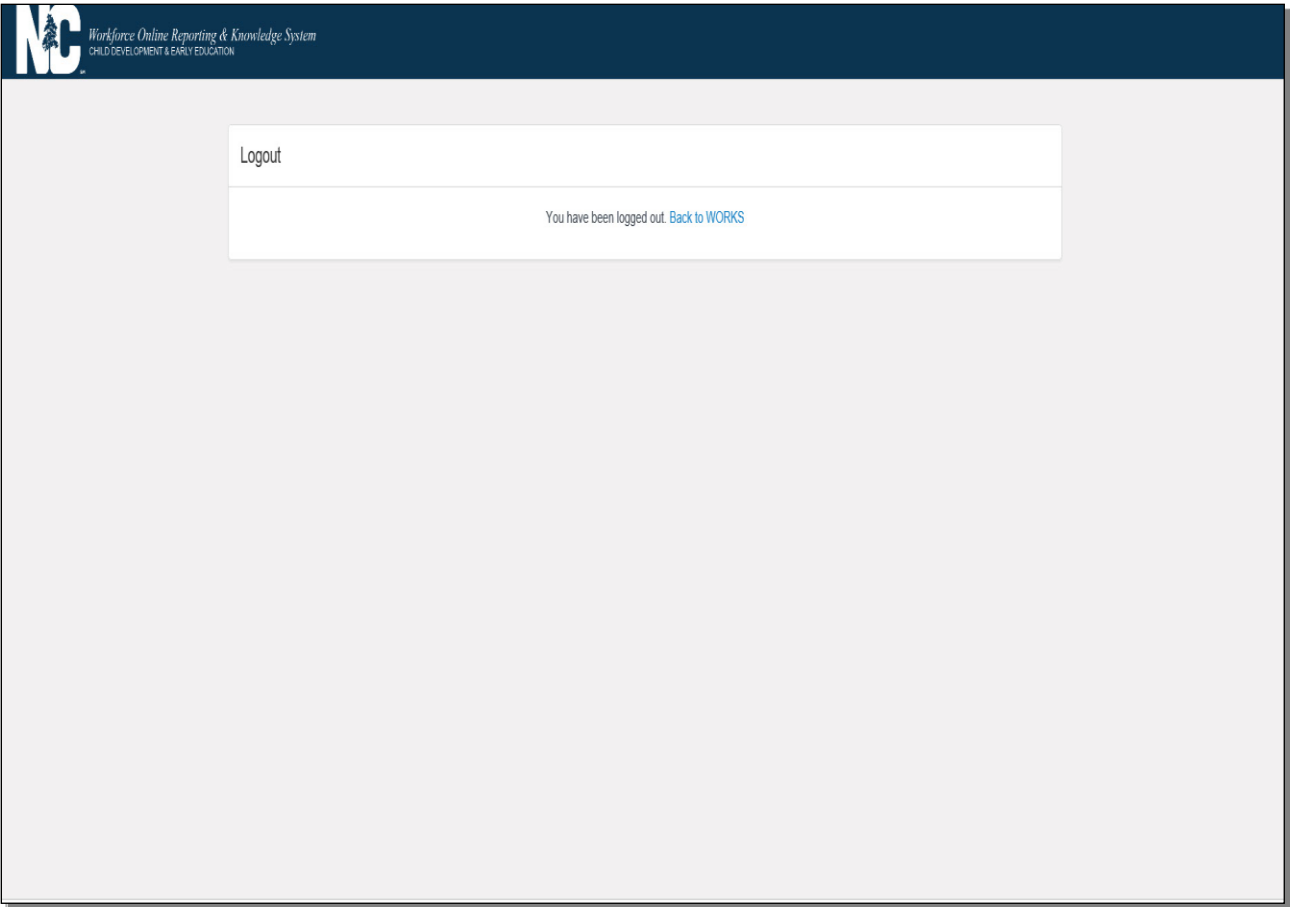
Letter Type	Date
Return Letter	10/23/2016
Status Letter	10/24/2016

Showing 1 to 2 of 2 entries

Previous1Next

Slide notes

You can log out of WORKS at any time. Please note that unsaved changes will not be retained when you log out. To log out, click the "Logout" menu option under your NCID User ID.



Slide notes

You will log in through NCID whenever you log into WORKS.



DCDEE WORKS

Trouble getting to your Home Page?

A single portal of entry for workforce education and professional development.

Slide notes

As referenced previously in the video, I will now explain what happens if you log in with a different NCID User ID.

Trouble Getting to your Home Page?

Forgotten Email Address

- Register a new NCID User ID and log into WORKS
- Start registration process over again

Matching Information / Security Questions

- Security questions correctly answered will take you to the home page
- Security questions incorrectly answered will require you to take further action

Partial Match / Personal Information



–A message will be sent to you that your application is under review

Slide notes

As referenced previously in the video, I will now explain what happens if you log in with a different NCID user ID.

Trouble Getting to your Home Page?

Forgotten Email Address

- Register a new NCID User ID and log into WORKS
- Start registration process over again

Matching Information / Security Questions

- Security questions correctly answered will take you to the home page
- Security questions incorrectly answered will require you to take further action

Partial Match / Personal Information



- A message will be sent to you that your application is under review

Slide notes

If you don't remember the email address you entered during Registration, then you may have never received the confirmation email after the first part of Registration. The solution to this is to register a new NCID user ID and log into WORKS with it. You will be taken to the first part of Registration and will need to start the Registration process over again.

Trouble Getting to your Home Page?

Forgotten Email Address

- Register a new NCID User ID and log into WORKS
- Start registration process over again

Matching Information / Security Questions

- Security questions correctly answered will take you to the home page
- Security questions incorrectly answered will require you to take further action

Partial Match / Personal Information



- A message will be sent to you that your application is under review

Slide notes

However, when you re-enter your information on the first part of Registration again, if your last four digits of your Social Security Number plus your Date of Birth plus your First and Last Names match what you previously registered with, you will be taken to your Security Questions.

Trouble Getting to your Home Page?

Forgotten Email Address

- Register a new NCID User ID and log into WORKS
- Start registration process over again

Matching Information / Security Questions

- Security questions correctly answered will take you to the home page
- Security questions incorrectly answered will require you to take further action

Partial Match / Personal Information



- A message will be sent to you that your application is under review

Slide notes

You will also be taken to your Security Questions if your WFID, last four digits of your Social Security Number plus your Date of Birth match what you previously registered with. If you answer your Security Questions correctly, you will be taken to your Home page. Your new NCID user ID will display in the upper right corner.

Trouble Getting to your Home Page?

Forgotten Email Address

- Register a new NCID User ID and log into WORKS
- Start registration process over again

Matching Information / Security Questions

- Security questions correctly answered will take you to the home page
- Security questions incorrectly answered will require you to take further action

Partial Match / Personal Information



- A message will be sent to you that your application is under review

Slide notes

If you fail to answer your Security questions correctly after three attempts, you will receive a message that you've exceeded the maximum number of attempts allowed. There will be a phone number on the message for you to call to resolve this issue.

Trouble Getting to your Home Page?

Forgotten Email Address

- Register a new NCID User ID and log into WORKS
- Start registration process over again

Matching Information / Security Questions

- Security questions correctly answered will take you to the home page
- Security questions incorrectly answered will require you to take further action

Partial Match / Personal Information



–A message will be sent to you that your application is under review

Slide notes

You may only have a partial match of your information from the first Registration page. For example, you may have the correct last four digits of your Social Security Number and Date of Birth but you have a different Last Name. You will still receive a message that a confirmation email is being sent to you. The link in that email, however, will take you to a message that your application is under review and you will be contacted.



**THANK YOU FOR USING
DCDEE WORKS!**

Slide notes

You have just completed the DCDEE WORKS Applicant tutorial. You may view this video at any time. We hope this video has been helpful to you. Thank you for viewing the WORKS Applicant tutorial.